

## CHECKLIST OF CRITICAL DATES 2021

SUPER CONTRIBUTIONS – FOR EMPLOYEES AND DIRECTORS	Must be received by the fund before 30 June to be deductible in 2021.
TRUST DISTRIBUTION MINUTES (DISCRETIONARY TRUSTS ONLY)	Decide who to distribute income to. Complete the distribution minute emailed to you before 30 June 2021.
LOANS TO DIRECTORS OR SHAREHOLDERS (COMPANIES ONLY)	Owing your company money at 30 June 2021 can have tax consequences – repay any loans or contact us.
PRE-PAYING EXPENSES	Consider Pre-paying expenses - Small business can generally pre-pay business expenses up to one year in advance.

## PAYROLL COMPLIANCE CALENDAR 2021

LODGEMENT OBLIGATION – SINGLE TOUCH PAYROLL	DATE DUE
PAYMENT SUMMARIES AND ANNUAL PAYMENT SUMMARY REPORT – LEGACY ONLY	14 July 2021
STP FINALISATION – ARMS LENGTH EMPLOYEES	14 July 2021
STP FINALISATION – CLOSELY HELD EMPLOYEES OR	30 Sept 2021
STP FINALISATION – CLOSELY HELD EMPLOYEES ONLY (<19 EMPLOYEES)	Your ITR due date

OTHER EMPLOYER OBLIGATIONS	DATE DUE
PAYROLL TAX RECONCILIATION DUE	28 July 2021
JUNE 2021 QUARTER SUPER GUARANTEE PAYMENTS DUE – IF NOT PAID PRE 30 JUNE 2021	28 July 2021
TAXABLE PAYMENTS ANNUAL REPORT DUE	28 Aug 2021
WORKCOVER RECONCILIATION DUE (RETURN TO WORK SA)	15 Sept 2021

## BAS & SUPER CALENDAR 2021/22

BAS PERIOD	SELF LODGE – PAPER/NON STP Lodge and pay by	JSA/ELECTRONIC LODGING Lodge and pay by	SUPER GUARANTEE DUE Some funds/awards require monthly payments
Apr – June 2021	28 July 2021	25 Aug 2021	28 July 2021
July – Sept 2021	28 Oct 2021	25 Nov 2021	28 Oct 2021
Oct – Dec 2021	28 February 2022	28 February 2022	28 January 2022
Jan – Mar 2022	28 Apr 2022	26 May 2022	28 April 2022
Apr – June 2022	28 July 2022	25 Aug 2022	28 July 2022
Monthly IAS	21st of the following month		

# BUSINESS CHECKLIST FOR 2021

Which record keeping system do you use? (please circle)	Manual Records	Xero	MYOB Accountright
Notes:	Spreadsheets	MYOB Essentials	Cash Flow Manager
	Ledger Book/s	Quickbooks Online	Reckon Accounts
	Other:		

(If you use the software listed above each column, shaded items do not need to be supplied unless requested)

Please provide the following (if applicable) for accurate preparation of your Income Tax Return	Invite us as an advisor	Please provide a backup
<b>Cash Balances</b>		
Bank Reconciliation as at 30 June .....		
Bank statements confirming balance at 30 June .....		
Bank Statement for the period 1 July 2020 to 30 June 2021 .....	If no bank feed	If not reconciled
Cheque payment details .....		
Receipt details .....		
<b>Debtors</b>		
A list of trade debtors as at 30 June .....		
A list of bad debts written off or to be written off as at 30 June .....		
<b>Creditors</b>		
A list of trade creditors as at 30 June .....		
<b>Stock</b>		
The value of stock on hand as at 30 June .....		
<b>Payroll - Employee records</b>		
Employee payment summaries, PAYG summary statement (Legacy Only) .....		
Workcover reconciliation adjustment note/Payroll tax annual return .....		
Superannuation payment records .....		
<b>Private Use</b> - details of goods taken for private use .....		
<b>GST - Copies of BAS calculations, supporting info if you self lodge</b> .....		
<b>Leases and Hire Purchase</b>		
Copies of lease/hire purchase agreements acquired this year .....		
Details of any leases/hire purchase agreements paid out this year .....		
<b>Fixed Assets</b>		
Details of assets acquired during the year including date and cost .....		
Details of assets sold this year, including date and sale price .....		
Details of assets scrapped, taken for personal use or traded in .....		
<b>External Loans</b>		
Loan statements detailing interest, repayments and loan balances .....		
New Loans - copies of contract detailing fees and costs .....		
<b>Transactions Not Through The Business Bank Accounts</b>		
Details of the payments not paid through the business bank accounts .....		
Details on the income not banked through the business bank accounts .....		
<b>Legal/Other Documents</b>		
Solicitor's statements or letters for legal transactions during the year .....		
New business contracts, insurance recoveries or settlements .....		
<b>Investments</b>		
Schedule of investments held at 30 June - cash management and term deposits .....		
Investments acquired, date and cost of acquisition .....		
Investments sold, date of disposal and consideration received .....		
Buy and sell contracts where relevant. ....		
Investment income received - dividends, interest, trust annual distribution statements		

## How to send information to us;

- Email your information to enquiries@jsaaccounting.com.au
- Call us on 08 8322 5088
- Visit us at 62 Hillier Rd, Reynella or 60 Orsmond St, Hindmarsh
- If you use Xero – you can save documents in your file folder – ask us how!
- Contact us for Dropbox, Google Drive, Onedrive details

